

17 November 1967

OFFICE OF FINANCE INSTRUCTION NO. 129

SUBJECT : General - Transfers of Accounts

Specific - Responsibilities for Preparation and
Centralized Control of Outgoing
Transfers of Account, Form 494 and
Overseas Transfer Financial Records,
Form 2030

REFERENCE : Office of Finance Instruction Number 104 Revised,
dated 5 August 1966

1. PURPOSE

This Instruction prescribes the components responsible for (a) the preparation of Headquarters T/A's in connection with the transfer of financial accountability to field stations and bases, including specific instructions concerning PCS travel and transportation advances; and (b) the centralized control and transmittal of all such T/A's.

2. GENERAL

With certain exceptions described in subsequent paragraphs, Decentralized Certifying Officers, Divisions within the Office of Finance, and the Finance Section of Central Processing Branch are responsible for the preparation of T/A's resulting from financial transactions certified in their respective offices. The Accounts Division is responsible for the central control and transmittal of all outgoing T/A's except those initiated by Monetary Division, and those initiated by the Certification and Liaison Division to record Class B or Class C station audit exceptions. T/A numbers may be obtained by calling the Voucher Review Section, Extension 2514. Monetary Division maintains a separate T/A control and transmittal procedure.

3. PROCEDURES AND RESPONSIBILITIES

a. Finance Section of Central Processing Branch shall:

- (1) Prepare Form 2030, Overseas Transfer Financial Record, for cash and transportation advances made to staff and contract employees [REDACTED] including transportation advances for dependents not traveling concurrently with the employee.

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- (2) Omit from Forms 2030 the total accountability to be transferred. The posting data section on Copy 8, Headquarters T/A Voucher, will be left blank for completion by the Accounts Division.
 - (3) Weekly, transmit Forms 2030 (Copy 2, Station Copy, Transfer of Account; Copy 4, Accounts Copy; and Copy 8, Headquarters T/A Voucher) to Accounts Division on a Routing and Record Sheet (Form 610), or other transmittal document.
- b. Travel Section of Central Processing Branch shall provide the appropriate Decentralized Certifying Office with a copy of the Record of Transportation (Form 260) in each instance where the Decentralized Certifying Officer is responsible for the transfer action.
- c. Decentralized Certifying Officers shall:
- (1) Prepare T/A's for all transactions they certify which require transfer action, including travel and transportation advances described in paragraph 3c(2) below.
 - (2) Prepare T/A's for all travel and transportation advances except those for which Central Processing Branch is responsible. Transfer accountability for transportation purchases arranged by Central Processing Branch for all categories of employees and their dependents [REDACTED] and contract employees [REDACTED]
 - (3) Furnish Accounts Division with the field copies and Headquarters voucher copy, complete with posting data, of each T/A prepared.
- d. Certification and Liaison Division shall:
- (1) Prepare T/A's for all transactions certified by the Certification and Liaison Division which require transfer action, except those travel advances and transportation purchases certified by the Central Travel Branch which are to be transferred by Central Processing Branch or the Decentralized Certifying Officers as provided in paragraphs 3a and 3c.
 - (2) Furnish Accounts Division with the field copies and Headquarters voucher copy, complete with posting data, of each T/A prepared, except those T/A's prepared to record Class B or Class C station audit exceptions, which shall be transmitted by dispatch to such stations.

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e. Compensation and Tax Division shall:

- (1) Prepare T/A's for all transactions certified by the Compensation and Tax Division which require transfer action.
- (2) Furnish Accounts Division with the field copies and Headquarters voucher copy, complete with posting data, of each T/A prepared.

f. Monetary Division shall:

- (1) Prepare, control, and transmit all transfer actions initiated by the Division.
- (2) Maintain a T/A number log and a pouching log.
- (3) Provide the Accounts Division with the Headquarters voucher copy or other posting media, complete with posting data, for each transfer action.

g. Accounts Division shall:

- (1) Take the following action for preparation and review of T/A's:
 - (a) Prepare T/A's for all transactions certified by the Accounts Division which require transfer action.
 - (b) As a part of the review of Form 2030, Overseas Transfer Financial Record received from Central Processing Branch, the Accounts Division will query the appropriate Decentralized Certifying Officer regarding additional advances of record in advance accounts which appear to require transfer action. Any such additional advance will be added to the Form 2030.
 - (c) Review all copies of T/A's for completeness and accuracy.
 - (d) Process Headquarters voucher copy of each T/A into financial records.
- (2) Take the following action in maintaining control and pouching records:
 - (a) Control and issue T/A numbers.
 - (b) Maintain a T/A number and pouching log control.

- (c) Follow-up on T/A numbers assigned for which a T/A document is not vouchered within 30 days of issuance.
- (d) Pouch T/A's to the stations or bases concerned. The Transmittal Manifest (Form 1236) will normally be used for this purpose.

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- h. When transfers are made to stations and bases operating under a Headquarters based [REDACTED] installation, the originating office shall forward an information copy directly to the [REDACTED] Certifying Officer. When transfers are made to stations and bases operating under a field based [REDACTED] installation, the originating office shall forward an information copy to the Accounts Division for transmittal to the field.

4. EFFECTIVE DATE

The procedures set forth in this Instruction will be effective upon receipt.

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[REDACTED]
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